

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF FOREIGN TRADE  
UDYOG BHAWAN, NEW DELHI**

Dated 7<sup>th</sup> August,2006

**O&M Instruction No. 05/2006**

**Subject:- Disposal/destruction of old Security (Metallic) Seals**

On the request of some of the Regional Licensing Authorities, procedures to be adopted for disposal/destruction of old Security (Metallic) Seals was finalized in consultation with Vigilance Section of DGFT.

2. It has been decided that the following guidelines may be followed for disposal/destruction of old Security (Metallic) Seals:-

- i. Old Security (Metallic) seals, which are not required, should be sent to the Govt. Mint, Mumbai with prior intimation after seeking their concurrence for disposal/destruction;
- ii. while doing so it must be ensured that unauthorized persons do not have access to such seals; and
- iii. the certificate for the disposal/destruction of the seals should be obtained from the Govt. Mint and kept for record.

3. All the Zonal/Regional Offices and Officers/Sections concerned of Headquarters are required to follow the above guidelines for the disposal/destruction of old Security (Metallic) seals.

4. This issue with the approval of DG.

Sd/-  
(Ramanand Meena)  
Deputy Director General of Foreign Trade.

To

1. All officers/Sections at Hqrs.
2. All Zonal/ Regional Offices of DGFT.

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